



**-Important information on the following pages --please read thoroughly, there will be a test later!**

We look forward to working with you on your upcoming wedding. We look forward to capturing all the grandeur of your day in a natural, spontaneous and fun way! Pre-planning helps insure the least amount of stress on your wedding day. We want to make sure you get to do what YOU want on your wedding day. "Your day ... Your way!"

Posing for pictures on your wedding day may be an important part of your family's tradition or may be an activity you would rather avoid. The enclosed paperwork is designed to help communicate to us exactly what you require in regards to wedding-day photography. Please be sure to discuss and share this information with your parents also as they may have unique photography expectations that should be addressed beforehand.

Please fill out this paperwork and return to us prior to your wedding date. This pre-organizational plan will help insure that your day goes your way! Much of this paperwork may not apply to you if we aren't doing 'posed' pictures, at least return the initial survey form. Let us know if you have any questions, concerns or special requests.

**Please note:** We really take seriously our role as an 'outside observer' unobtrusively documenting what is really going on, so we won't be doing a lot of directing or interrupting except during formal group shots. If after the wedding you say, "We never got a picture of my Aunt & Uncle looking at the camera and smiling while on the dance floor" our answer will be "your Aunt & Uncle never looked at the camera and smiled for the photographer while they were on the dance floor!"

We are here for you and want to be sure you get everything you want! It is YOUR wedding day and YOU are in-charge of it, if you think we should get pictures "in front of the building" or more pictures "by the water" you will have to tell us that AT YOUR EVENT while we still have time to do something about it, not several months later. After the 'group shots' we will ask you if we got everything you needed, please don't be shy about telling us what else you need or what may have been missed. If you want 'pictures with props' you need to bring those props and make them available so we are certain to get the pictures you want with them.

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## Pre-Wedding Photography survey and worksheets

Please take this survey and make notes on this paperwork and return copies to us so we can insure the photos on your wedding day are just as you planned.

*"It's your day ...have it your way"*

Please check ALL that apply:

Names/Wedding Date \_\_\_\_\_

We are:  Very Traditional.  Somewhat Traditional.  Untraditional.  NOT Traditional.  Far Out.

When it comes to photos we:  Enjoy having our picture taken.  One is for, One against.

Would rather not be in front of the camera.  Seldom look good in pictures.

Regarding posed group pictures on our wedding day:  We don't want any.  We will do them because our family wants them.  We plan to put them in our album.  They are our favorites!

B&W:  Please take as many Black & White photos as our package allows because we love them!  Black & White pictures are OK, but not our favorite.  We don't care for Black & White's.  Black & White photos that have a grainy look to them are often artsy and cool!  We don't like grainy Black & White photos but prefer B&W that looks smooth.

We like realistic photos better than fantasy.  Obviously enhanced, altered and stylized 'dreamy' photos are really cool.  Blurry photos can often be artistically pleasing.  Blurry photos are bad photos.  We would like some special-effect shots i.e.: super-saturation, starburst, magnified motion, faded colors, infrared, spot tinting, fuzzy focus, colorization, duo-tone, 70's retro. Specific requests: \_\_\_\_\_

After the ceremony we want to spend:  No time posing for pictures.  20-30 minutes posing for pictures.

30-60 minutes posing for pictures.  As much time as it takes to get through our list.

We really don't want to be late for our reception.  The reception won't start until we get there.

We have lots of time between the ceremony and the reception to pose for pictures.  Our schedule is flexible.

We would rather be on time to the reception even if it means skipping some of the pictures we wanted.

Notes: \_\_\_\_\_

We want to take posed pictures:  Before the ceremony.  After the ceremony.  During the reception with the people we missed after the ceremony.  During the reception with anyone that wants a picture with the bride and groom.

Sometime during the reception with just the bride & groom alone when we can sneak away without being missed.

Never. Notes: \_\_\_\_\_

We plan to party at the reception and mainly want candid without posing. At the reception we want pictures of:  Introduction.  The first dance.  Daddy/daughter dance.  Mother/son dance.  Money dance.  The cake cutting.  The toast.  Flower toss.  Garder removal.  Garder toss.  Exit/Farwell bubbles? birdseed? flower petals?  Other Important Events. Explain:

\_\_\_\_\_  
 Important Items (i.e. bride is wearing grandma's earrings, moms scarf, etc.) explain:

\_\_\_\_\_  
The photos taken on my wedding day will:  Be a chronological story-line of everything that happened that day.  Freeze a moment in time that shows everything just as it was.  Probably make me cry when I look back at the emotions shared that day.  Remind me of everyone that was there and all the good times we had.  Show us looking our best in beautiful surroundings.

**Pre-planning notes and reminders**  
(use these guidelines as they apply to your event)

- Please make sure that everyone involved in your pre-wedding portrait session (1½ -2 hours before the wedding) are dressed, made-up and ready on time. (may include parents, grandparents, invited guests and wedding party) When we arrive for the final preparation photos the bride's hair and make-up should be done and the dress should still be hanging. Give assignments to each girl to help: i.e.: tying dress, shoes, jewelry, veil, etc. The final prep/getting ready shots take 20-30 minutes.
- If you prefer the photojournalistic style where people are NOT looking at the camera, be sure to tell your guests to 'ignore' the cameraman.
- If you want the flowers in the pre-wedding photos, be sure they arrive 30 minutes before the photos begin.
- Ask someone in the bridal party to be the 'bridal coordinator' (someone who knows most of the people involved in the photo sessions) to help the photographer's assistant with bringing together the people for the photographs.
- Be sure everyone involved in the photo sessions have been given a copy of the agenda/schedule and the guidelines.
- Please DO NOT bring anyone not in the group photos, if people gather it will be the responsibility of the bridal coordinator to insure they remain well out of the way so as not to delay the day's events.
- Make sure that those family members you wish to have included in your formal family portraits remain at the church or ceremony location after the ceremony. (Dan Harris PhotoArt cannot be held responsible for any shots that may be missed due to your guests not being ready)
- Ask someone to assist you with your dress so as to avoid dirt and damage in outdoor settings.
- Our policy of NO guest photography during the group photography sessions is for your sake as well as ours. The time for photographs after the ceremony is very limited, our concentration and speed are important; you've hired a professional to do the job right don't let your guests ruin your professional photos by distracting the groups attention and causing unnecessary delays.

**Typical traditional pre-wedding portrait session picture list**

Check those wanted and note changes as required ~ Wedding Date \_\_\_\_\_

Bride and Groom do NOT want to see each other before the ceremony.

Bride Alone –full length gown, head & shoulders

Bride w/parents –w/mom, w/dad, w/siblings, w/family

Bride's Siblings w/spouses? & w/families?

Bride w/flowergirl

Bride w/maid/matron of honor

Bride w/each bridesmaid individually?

Bride w/bridesmaids (inc. flower girl) group shots

Bride w/groomsmen (inc. ring bearer) group shots

Other requested shots: \_\_\_\_\_

(Bride leaves – bring in groom)

Groom w/bridesmaids & flower girl? (girls leave to join bride –except groom's sister?)

Groom w/groomsmen & ring bearer

Groom w/best man

Groom w/ring bearer

Groom w/each groomsman individually?

Groom w/parents -w/mom, w/dad, w/siblings, w/family

Groom's Siblings w/spouses? w/families?

Groom Alone –full length, head & shoulders

Other requested shots: \_\_\_\_\_

**Photography Group worksheet\* (immediately after the ceremony) Wedding Date \_\_\_\_\_**

If we are doing formal group pictures, please return this sheet with your notes prior to your wedding date. Expected number of people in attendance at wedding/reception \_\_\_\_\_ (max 25 people per photo\*\*) Is there 2-3+ steps/levels at the ceremony location or will the photographer be working from flat ground?

Explain: \_\_\_\_\_  
Photos of well organized groups take approx. 2.5 minutes per small group (12 people or less) and 10 minutes per large group 18+

Bride and Groom in every shot with: \_\_\_\_\_ Names to announce: \_\_\_\_\_ Approx. # in photo \_\_\_\_\_

1. Officiator \_\_\_\_\_
2. Bride's Grandparents \_\_\_\_\_
3. Bride's Extended Family? (aunts/uncles/cousins) \_\_\_\_\_ Number of people \_\_\_\_\_
4. Bride's Multi-Generational Family Group? \_\_\_\_\_
5. Bride's Immediate Family \_\_\_\_\_
6. Bride's Step Parents? \_\_\_\_\_
7. Bride's Parents \_\_\_\_\_
8. Bride's and Groom's Parents? \_\_\_\_\_
9. Groom's Parents \_\_\_\_\_
10. Groom's Step Parents? \_\_\_\_\_
11. Groom's Grandparents \_\_\_\_\_
12. Groom's Extended Family? (aunts/uncles/cousins) \_\_\_\_\_ Number of people \_\_\_\_\_
13. Groom's Multi-Generational Family Group? \_\_\_\_\_
14. Groom's Immediate Family \_\_\_\_\_
15. Young Children? (ring bearer/flower girl) \_\_\_\_\_
16. Best Man and Maid of Honor \_\_\_\_\_
17. Bridesmaids as a group w/groom (total # \_\_\_\_\_) (if not done before)
18. Groomsmen as a group w/bride (total # \_\_\_\_\_) (if not done before)
19. Complete Wedding Party (total # \_\_\_\_\_)
20. Bride and Groom alone: ceremony location and additional locations? \_\_\_\_\_

\*This worksheet is a rough outline of notes to be used by the bridal party for organizational purposes only and is not contractually binding. Due to the limited and subjective nature of the event and the uncertainty of the guests in attendance, Dan Harris PhotoArt cannot be held responsible for missed photographs.

\_\_\_\_\_ check here if you want a major group shot\*\* (25+ people). This photo is often best taken at the reception location after everyone has eaten (have MC announce when it is time). Approx. Number of people \_\_\_\_\_ Sometimes we can do this at the church from the balcony while everyone is standing facing the back of the church (or we can bring our 16 foot ladder to accommodate.) Will the photographer have access to a balcony that can overlook the total group or large stairs that can accommodate everyone for this picture at the reception location? Explain: \_\_\_\_\_

\*\*note: This type of photo requires extra setup time and pre-planning if you want it to come out half-way decent.

**You are invited to the private group photo session directly after the service.**  
Once everyone has cleared out (5-10 minutes after the service) we will meet for formal group photos at the front --at the ceremony location.

We need your help to insure our complete wedding-day experience is enjoyable for all.

During any formal photo session please leave the photography to the highly-skilled professionals we have hired. Please stay close, quiet and ready for your photograph when called so we don't end up late to our reception. Guest photography will be restricted during the ceremony and group photo sessions but unrestricted at the reception.

So you won't miss anything, we have made special arrangements to have ALL the photos posted online with reprints available for as little as \$7.50 ea. Go to [www.ViewEvent.Photos](http://www.ViewEvent.Photos) click on the event name and follow the directions, the password will be the wedding date expressed as numbers only: mmddyy

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### **Reception Group Photography**

Our staff is here for you and we will be happy to take impromptu group shots at the reception of any group you or your parents pull together. It is NOT our custom to take 'table shots' or a 'smiley' shot of each guest except on a limited basis, only if discussed and pre-planned well in advance. We want to make it clear up front, we WILL NOT be taking a 'documentary photo' of every guest in attendance NOR will we interrupt your event by pulling impromptu groups together for group shots (except by special request or as required by law enforcement for alibi purposes.) Often times our photo booth is the best way to get a photo of most everyone at the event without disrupting the flow of the event. IF you pull a group together, (or have the DJ announce a group to gather on the dance floor) and we will be happy to take the photo.

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A note to the bridal party and their families:

On rare instances there may be 'aggressive paparazzi guest photographers' at your wedding who: stand up and move around during the ceremony; flash during a dark ceremony at the same time we are taking non-flash pictures thus ruining our pictures; step into the aisle blocking the professional camera at the back; distract people in the group photo to look away from the professionals camera; flash during the group photo session; yell out for groups to 'stop and look here' or 'wait I didn't get that shot'; hold up large tablet devices during the ceremony that block other guest's view and look bad in your photos --all of these type of disruptive activities will NOT be allowed.

Although the bridal party and their families can have some influence by helping educate the other guests, sometimes not everyone 'gets the memo'. In those rare instances, we will be forced to 'be the bad guy' and will ask the offending guest to return to their seat or leave the area. We apologize in advance for the unjustified bad-mouthing and whining you may hear from this 'offended' guest because they refused to act professionally.

This policy will be strictly enforced during the ceremony and any group photo sessions we have planned but will NOT apply to the reception festivities. You may already know which guest this most applies to and be able to mention something to them before it becomes an issue. Please let us know if you have any specific concerns or issues we need to be made aware of beforehand.

Please note: Insurance regulations dictate that employees of Dan Harris PhotoArt, LLC are NOT allowed to operate or handle computer equipment, cameras, cell phones, I-pads or any other electronic device that isn't owned by Dan Harris PhotoArt, LLC so we will have to turn down guests requests to "take a picture with my camera" but we will be happy to take it with our own camera.

## **A word about Pinterest, the internet and ‘sample photos to copy’:**

The internet is a great place to gather ideas, most wedding ideas should be filtered and adapted to fit your own personality, style and timeline. Too often attempting to duplicate exact ideas from other events as seen on the internet never works out. As you know we are very photojournalistic and take lots of pictures of everything that is happening on your wedding day and with two photographers we seldom miss anything. Some of your favorite pictures from the wedding day may be ones that were not thought out or pre-planned but just naturally happened and may be ones that you didn't even know we were going to take. Also please remember that you AND the groom will be nervous before the ceremony and no matter what, that nervousness will show in the pictures.

In our experience with over 640 weddings, we have learned that large wedding parties make EVERYTHING take longer. (it's like herding cats) We want to get the important shots for you and do it in the most organized and speedy means possible. We can get 2-3 setups with the bridesmaids prior to the wedding and 2-3 of the groomsmen and based on your timeline schedule (assuming everything flows on schedule) we will probably have 15-20 minutes (after the group shots and prior to the reception) for some fun ‘staged’ shots with everyone. To insure you don't have unrealistic expectations --which leads to future disappointment-- we want you to understand that we may only have time for 2-3 large group, SETUP shots and still allow time for a handful of private bride and groom alone shots. Also remember that many of the images on Pinterest and magazine ‘wedding photos’ are from advertising photo shoots with paid models or at a seminar (not at a real wedding), so the chance of getting a similar photo at a live event with non-paid models is slim to none. The copy is never the same as the original.

When we review online photos (or Pinterest) for ideas I often ask the bride to separate her favorites into two classifications: **1- POSED or SETUP photos** requiring time out of the regular wedding-day timeline and **2- CANDID or NATURAL photos** that were taken during the natural course of the day without taking time out of the days active schedule. Some shots require much more time and cooperation from not only the wedding party but also the wedding guests (If I were the director of a Hollywood ‘wedding movie’ I would have a megaphone and hundreds of staff, crew and extras to insure the perfect shot, and we still may only get a few setups in a full-day of shooting!). The photos of your wedding day should bring back the memory of what really happened that day, they shouldn't make you remember your “obnoxious photographer with his mega-phone!” (we promise not to bring out our mega-phone unless things get unruly), we will give direction and ‘orders’ but without quick cooperation from all people involved in the photos, we can't guarantee the quantities or numbers of ‘setups’ that can be accomplished.

The ‘candid or natural’ type shots will easily be accomplished throughout the day because we are taking pictures of whatever you are doing! (i.e.: putting on the garter, bridesmaids adjusting your dress, etc.) I really need you to ‘prioritize’ your SETUP photos and pick your ‘top 3-4’ poses that you may want us to attempt to duplicate.

Have you ever seen an advertising photo, with a cute outfit, and gone to the store and tried it on only to realize that it looks great on the model in the picture, but terrible on you? The same is true of most photos we attempt to copy (even our own from other weddings). No two photos will ever look the same. When we spend time attempting to ‘copy’ someone else's work, we end up wasting a lot of precious time on your wedding day creating mediocre, unsatisfying photos. Let's look at the styles you like and then do something custom that will be uniquely yours and create the best photo based on the location, lighting and design elements we have to work with, then all the other brides can try to copy your photos. Inspirational photos are good idea starters, copying photos exactly is next to impossible.

Because your event is live, please understand (my lawyer wanted me to clarify) we can't make any promise to take any specific photo at your event, but will do our best to fulfill your needs. If you want to meet prior to the wedding to discuss the photo plans, we can set an appointment to discuss everything in detail.

When you look back at the photos from your wedding day will you say ‘remember when the photographer made us do that?’ or will you remember what you were thinking and doing at that moment on your day? We want your lifetime memories to be of an exceptional wedding with your friends and family, not a bad memory of what your photographer made you do.

Let us know if you have any concerns or need to meet to clarify anything. Thanks!